

Headquarters, Oregon Wing
Civil Air Patrol
Auxiliary of the United States Air Force
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Policy Letter: Incident Reimbursement Procedures

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Timely reimbursement to members and CAP wings for funds expended in supporting our Emergency Services activities is necessary. Without this reimbursement, cash flows can become negative and negatively impact our ability to perform our missions.

This document provides guidance for the procedures that will insure that we receive our reimbursements in a timely manner. The Emergency Services team will be monitoring the timeframes and will diligently work to minimize the time required to receive our funds.

Submission Limitations

In order to insure that the reimbursement process flows smoothly, we need to submit our requests within a reasonable period following the completion of the incident. Oregon Wing is establishing a **cut-off date of 30 days from incident closing/suspension** for submission of reimbursement requests. If a member cannot submit the reimbursement within this time frame, the member must submit a request for extension in writing to the Oregon Director of Emergency Services explaining the justification for the extension. The DOS has the authority to approve or deny each extension.

Incident Commander/Agency Liaison

At the end of each incident day after submission of the daily closing report, the IC/AL will be responsible for preparing a CAPF-108 for all charges against wing credit cards for fuel/oil. This report will be entered into the WMU and all receipts that are physically available to the IC/AL will be stapled to the printed 108 and will be filed with the incident paperwork.

CAP Members using Wing Credit Cards

All CAP members who use a wing credit card to charge fuel/oil used during the incident are responsible for insuring that the receipts are submitted to Oregon Wing (if an Incident Command Post or Staging Base is used, the receipts must be attached to the CAPF-104 prior to debriefing). The fuel/oil used, the dollar amount, and the receipt reference number must be noted on the pilot's copy of the CAPF-104 and the physical receipt must be attached to the form.

If the pilot is operating from a remote base where there is no defined Staging Base or ICP, the pilot is responsible for mailing the original CAPF 104 and credit card receipts to the Wing Emergency Services Director. If the completed CAPF 104 and attached receipts are not received by the Director within 7 days of the incident closing/suspension date, the PIC of the aircraft will be billed for the fuel costs and will be prohibited from further CAP activities until the receipt is filed.

CAP Members expending Personal Funds for CAP Incidents

CAP members that incur personal expenses that are reimbursable expenses as defined in CAPR 173-3 may request reimbursement using the CAPF-108 form. Oregon Wing members may follow one of two procedures to request this reimbursement. The preferred procedure is to generate the CAPF-108 using the WMU on-line tools. Alternatively, the member may choose to complete a paper CAPF-108 and submit it through channels. Submissions made using the WMU will generally be processed in a shorter timeframe since the verification and approval process will be

considerably shortened. Paper submissions made outside of the WMU may take up to a month longer to process.

WMU Submissions

Members that have participated in an approved and USAF funded exercise can quickly process their CAPF-108 forms using the WMU CAPF-108 utility that is found on the General Member Page. When the inputs have been completed, the information is electronically transmitted to Wing Headquarters. The member should print the CAPF-108 using the utility, attach the receipts to the form, sign the form and mail it to the address provided in the WMU. If the completed form is received within 7 days of the incident closing date, the reimbursement request will be submitted to the State Director for processing by the USAF. Members may track the status of their request using the WMU. When the USAF funding is transferred into the Oregon Wing account, a check will be issued to the member.

Paper Submissions

Members that have participated in an approved and USAF funded exercise can submit a request for reimbursement of approved expenses using the standard CAPF-108 form. Members should complete the form using the instructions on the back of the form. A receipt for each item must be attached to the form. When the form is completed, it should be signed and sent to Wing Headquarters (see letterhead), ATTN: DOS/108 for processing. When received by wing, it will be entered into the IMU by the wing clerks. If any entries are incomplete or entries do not match the incident paperwork, the form will be returned to the member and no further processing will occur until the form has been resubmitted. Once the form has been processed and all information verified, the form will be processed in the next submission to the State Director. Members using this paper method must understand that time available by wing clerks is limited and processing time cannot be guaranteed. To insure that processing is completed by the cutoff dates, submissions must be made in a timely manner.



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Oregon Wing Incident Reimbursement Process

